DEPARTMENT OF SOCIAL SERVICES 744 P Street, Sacramento, CA 95814



March 23, 1983

FSD LETTER NO. 83-5

ALL-COUNTY LETTER NO. 83-24

TO: ALL COUNTY WELFARE DEPARTMENTS
ALL DISTRICT ATTORNEYS
ALL TITLE IV-D AGENCIES
COUNTY AUDITORS
WELFARE FISCAL SUPERVISORS
ADMINISTRATIVE SERVICE OFFICERS

SUBJECT: REVISED CS 800 CLAIMING INSTRUCTIONS

This letter is to provide revised instructions for submission of the IV-D distribution/incentive claim (CS 800). These changes are designed to remedy long-standing problems in the timely processing of these claims and to expedite the payment of incentives to the counties.

Presently, all intracounty, intercounty and interstate AFDC related collections are reported monthly as one claim on the CS 800. From a processing standpoint this creates a bottleneck within the Department of Social Services as the intercounty/interstate collections must be processed by individual case within each collecting jurisdiction, which represents about 90 percent of state processing time. The end result is that the processing of intracounty collections, which represent approximately 90 percent of collections and the bulk of county incentives, are significantly delayed by approximately 10 percent of the total collections.

To alleviate this processing roadblock, intracounty collections will now be reported separately from intercounty/interstate collections as follows:

A. Intracounty Collections

- 1. Report monthly on a CS 800, Column 1 and Column 4 (see Example 1).
- 2. Attach intracounty payroll, C\$ 801, supporting the C\$ 800.
- 3. Separate by aid category (FG, U and FC).
- 4. Subtotal case counts by collection month.
- 5. Due eighth working day of the month following the month of distribution (i.e., April collections distributed in May are due eighth working day of June).

Reference: This updates Section 25-920.11 of the Fiscal Handbook.

B. Intercounty/Interstate Collections

- Report guarterly on CS 800, Column 2, Column 3 and Column 4 (see Example 2).
- 2. Attach intercounty quarterly payroll, CS 801, supporting the CS 800, Column 2.
 - a. All intercounty collections must be subtotaled separately by each case for the three months within the quarter and subtotaled by each collection county. The case count is subtotaled by collection months (see Example 3).

Reference: This updates Section 25-920.12 of the Fiscal Handbook.

- 3. Attach interstate quarterly payroll supporting the CS 800, Column 3.
 - a. All interstate collections must be subtotaled separately by each ease-for-the-three-months-within-the-querter,-subtotaled-by each collecting county and subtotaled by collecting state. The case count is subtotaled by collection months.

Reference: This updates Section 25-920.13 of the Fiscal Handbook.

- 4. Separate by aid category (FG, U and FC).
- 5. Due eighth working day of the month following the first month after the quarter, i.e., September quarter claim is due by the eighth working day of November.

These changes only affect the preparation of reports to the Department of Social Services. The actual monthly distribution process via the CS 278M remains intact.

In order to further facilitate the claiming process, prior fiscal year adjustments will now be incorporated and reported with current month collections. Current recoupment rates will be paid on collections for all years. It is no longer required that counties segregate these collections and report them on a separate CS 800 used in that particular fiscal year.

The effective date for implementation of the new procedures is July 1, 1983, (i.e., the first intracounty monthly claim for July 1983 is due the eighth working day of September 1983; and the first intercounty/interstate September 1983 quarter claim is due by the eighth working day of November 1983).

If you have any questions, please contact your Child Support Operations Bureau analyst at 916/322-6384.

Sincerely,

KYLE S. McKINSI Deputy Directo

Attachments

EXAMPLE 1

SUMMARY REPORT OF CHILD AND SPOUSAL SUPPORT PAYMENTS

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EXAMPLE 2

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